



# Professional Document Management Carbon Reduction Plan

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# Commitment to achieving Net Zero

Professional Document Management is committed to achieving Net Zero emissions by 2050 at the latest.

## Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any formal strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline year emissions for 2022 - 23		2022-23
EMISSIONS	Source	(tCO <sub>2</sub> e)
Scope 1	Gas	0.00
Scope 1	Fuel	0.00
Scope 2	Electricity	0.00
Scope 3		
Category 1	Purchased goods and services – IT hosting	0.03
Category 2	Capital Goods	6.14
Category 4	Upstream transportation and distribution	1.32
Category 5	Waste generated in operations	0.34
Category 7	Employee commuting	0.48
Category 8	Upstream leased assets - office	2.00
<b>Total Emissions</b>	Overall total	<b>10.30*</b>
Emissions per sheet		tba

\*Excludes rounding errors from categories

### Additional Details relating to the Baseline Emissions calculations

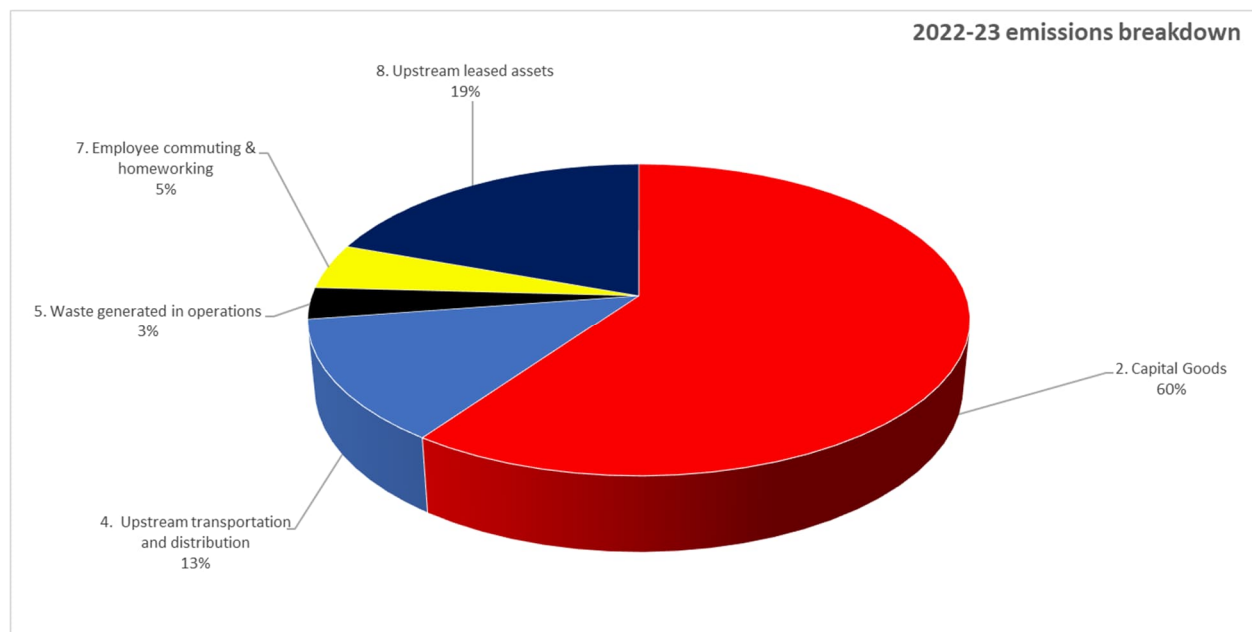
The figures in this report refer to emissions under Professional Document Management operational control with a UK geographical boundary. The conversion factors used are for location-based reporting. Part of this plan is to improve the scope and accuracy of data going forward. All data has been compiled with reference to and using data from:

- <https://ghgprotocol.org/corporate-standard>
- <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

The figures and information used in calculations have been provided as accurate to the best of our knowledge and as far as practicable we have assumed that figures are representative of our operations. We undertake a continual process of improving our data quality. In the case that we identify any material changes, we may recalculate the data in the future.

## Current Emissions Reporting

As baseline



## Data

### Assessment

Scope / category	Relevance (materiality based)	Data quality (1 = certain, 5 = uncertain)
<b>Scope 1 – Space heating</b>	Leased office – see 3.8	-
<b>Scope 1 – Company fuel</b>	None purchased	-
<b>Scope 1 – Fugitive emissions</b>	Leased office – see 3.8	-
<b>Scope 2 - Electricity</b>	Leased office – see 3.8	-
<b>Scope 3</b>		
1. Purchased goods and services – IT hosting	Low – while significant data the hosting footprint is relatively low. Calculation based on generic hosting conversion factor per GB of data.	5
2. Capital goods	High – spend based conversion factor used	5

3. Transmission and distribution (gas and electricity)	Not applicable	-
4. Upstream transportation and distribution	High – based on mileage records by vehicle type	3
5. Waste generated in operations	Medium – accurate data from supplier and significant shredded paper waste has footprint relatively low footprint from recycling.	2
6. Business travel	None recorded	-
7. Employee commuting	Medium – low due to car sharing, based on typical week extrapolated for the year	4
8. Upstream leased assets - office	High – based on floor area with estimated footprint (solar panels on site and woodchip heating)	5
9. Downstream transportation and distribution	Not applicable	-
10. Processing of sold products	Not applicable	-
11. Use of sold products	Not applicable	-
12. End-of-life treatment of sold products	Not applicable	-
13. Downstream leased assets	Not applicable	-
14. Franchises	Not applicable	-
15. Investment	Not applicable	-

\* will be reported when data is available

## Data improvement plan

Going forward we will engage suppliers to encourage and support them to provide emissions data upon purchase invoice.

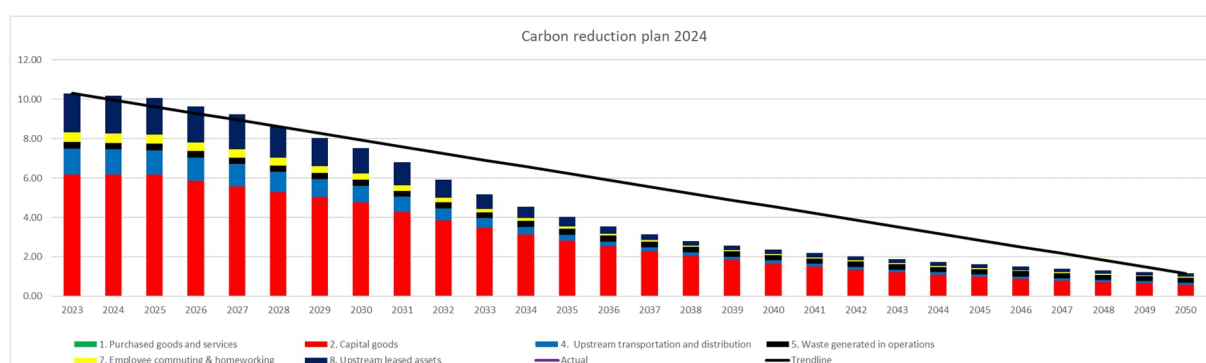
## Emissions reduction targets

In order to progress to achieving Net Zero, we have adopted the carbon reduction targets detailed in the graph below.

These targets will be updated and recalculated as additional Scope 3 categories are added and data quality is improved (if changes create >5% variance in original calculations).

Based on current knowledge, we project that carbon emissions will decrease to circa 7.5 tonnes by 2030. This is a reduction of 27% from our baseline year, on average a 3.9% year on year reduction.

Our reduction path is plotted below.



As our footprint is dominated by capital goods, we have assumed reductions from extending asset life and manufacturer net zero plans. In practice this is difficult to predict so we will engage with suppliers to develop these targets.

The plan assumes some unavoidable emissions will remain by 2050, and these will be offset via a verified method of atmospheric CO<sub>2</sub> removal.

We anticipate this path will change significantly over time as our options are evaluated and technology changes.

## Completed carbon reduction projects

- Sustainable office premises with on site renewables

## Future carbon reduction initiatives

1. Encourage and incentivise employees to transition to lower carbon vehicles upon replacement.
2. Engage supply chain to understand and where possible support their carbon reduction plan development and delivery.
3. Encourage more customers to dispose of scanned documents rather than archiving.

## Declaration and Sign Off

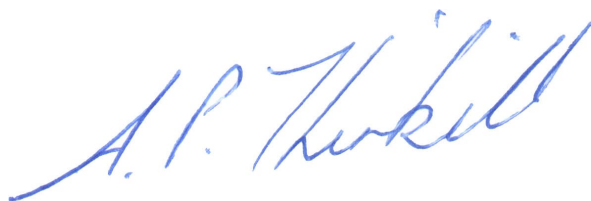
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>1</sup>, the Corporate Value Chain (Scope 3) Standard<sup>2</sup>.and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>3</sup>.

The Scope 3 emissions reported have been calculated in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

### **Signed on behalf of Professional Document Management:**



Andrew Thirkill  
Director

Date: 26<sup>th</sup> July 2024

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<sup>1</sup><https://ghgprotocol.org/corporate-standard>

<sup>2</sup><https://ghgprotocol.org/standards/scope-3-standard>

<sup>3</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

## Appendix – Calculations

All conversion factors applied to relevant units to generate Kg CO<sub>2</sub>e.

### Scope 1:

Not applicable – see 3.8

### Scope 2:

Not applicable – see 3.8

### Scope 3

#### 3.1 Purchased goods and services – IT hosting

The volume of data storage in Gb was factored by a G McGovern conversion factor/

#### 3.2 Capital goods

The spend on capital goods, IT equipment, was factored by the appropriate SWC spend based conversion factor.

#### 3.4 Upstream transportation and distribution

The paper collection weights and mileages by collection vehicle type were totalled and the appropriate conversion factors\* applied.

#### 3.5 Waste generated in operations

A relatively low general waste volume had Sustainable X generic conversion factors applied. The majority of waste was from shredded paper which had accurate weight provided by the supplier with associated treatment outcome. The relevant conversion factors\* were applied.

#### 3.7 Employee commuting

Typical weekly commuting distances per week were multiplied by working weeks in the year and the relevant car size emissions factors\* applied.

#### 3.8 Upstream leased assets - office

The floor space had a Sustainable X hybrid conversion factor applied, using generic heating and power consumption per square metre and a mix of renewable electricity from on site solar panels, grid electricity and heating from a wood pellet boiler.

\* Taken from <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting> for relevant years